



## **Meeting Room Policy**

### **I. Purpose**

The Fitchburg Public Library provides space for meetings in the Meeting Room and the Conference Room. In keeping with the Library's mission, the purpose of providing this space is for meetings or programs of an educational, cultural, recreational, civic, informational, or governmental nature. When not needed for Library purposes, these rooms are available for use by area community entities.

### **II. Description of Rooms**

All rooms have wireless access. The Meeting Room can accommodate up to 145 people and has access to the adjoining kitchenette. The Conference Room can accommodate up to 20 people.

### **III. General Regulations**

- Meeting rooms are not available for the following purposes:
  - Monetary solicitation, admission fee, or donation by any entity other than the Library, Friends of the Library or City-sponsored fundraising.
  - Programs involving the sale, advertising, promotion of commercial products or services, including compilation of mailing lists for future solicitation, by any entity other than the Library.
  - Personal or family purposes, such as parties, weddings, bridal or baby showers, birthday parties, or dances.
  - Programs which would interfere with the Library's operation by causing excessive noise, a safety hazard, or security risk.
- All organizations/individuals using the Fitchburg Public Library meeting room(s) will comply with federal, state, and local laws and regulations including, but not limited to, ADA (Americans with Disabilities Act) and anti-discrimination.
- Users must provide adequate supervisors, chaperones, and crowd control personnel to satisfy the Library administration and staff that the event will be properly managed.
- Publicity generated by a group or organization for a meeting or event in a Library meeting room may recite the Library name, address and appropriate room designation only.

- The use of the name, address or telephone number of the Fitchburg Public Library as the address or headquarters for any group or organization using the Library for meeting purposes is prohibited.
- No signs, posters, displays, etc. promoting a meeting or program by an organization or group may be placed anywhere in the Library or on its premises without prior permission and direction from the Library Director or staff. The cost to repair any damage caused by the unauthorized placement of such items will be assessed to the organization or group, specifically the person named on the reservation form. The organization or group will not be permitted to reserve meeting room space again until these costs have been paid.
- Library staff will not relay messages to people attending meetings, except in emergencies.
- Soliciting or canvassing Library patrons is not permitted.
- The Library retains the right to monitor all meetings, programs and events conducted on the premises to ensure Library policies are followed. Library staff will have free access to meeting rooms at all times.

#### **IV. Application/Cancellation**

- Reservations are required for use of the large Meeting Room and the Conference Room located on the Library's second floor and must have a minimum of four (4) people per room. Small group study rooms on the second floor are first-come, first-serve and may not be reserved.
- Room reservations must be made by an authorized adult representative of the group. Children aged 17 or younger are not permitted to reserve public meeting spaces.
- Any misrepresentation upon reserving the room(s) shall void any use of that space.
- The Library requires a 24-hour notice of meeting cancellation. Repeated cancellations or failure to keep appointments for meetings can be cause for denial of future meeting room requests.
- In the event the Library is unexpectedly closed, meetings scheduled during that time will be canceled.
- In the event of cancellation, the group's leader is responsible for notifying group members.

#### **V. Scheduling**

- The Library and groups affiliated with the Library will be given first priority for reserving space. There are no restrictions on the scheduling of Library and Library related events and programs. Other groups will be accommodated as space is available.
- On occasion, the Library may have to cancel a group's use of a meeting room due to unforeseen circumstances upon two (2) weeks' notice.
- Reservation of meeting rooms is available on a first-come, first-serve basis.
- Meeting rooms are generally available for use during regular Library hours. Meetings can begin before the Library opens, provided the

individual/organization arranges with the Library Director or designee to obtain instructions and a key in advance of the meeting. Meetings must end by the Library's closing time, and cannot extend past regular Library hours.

- The reservation must allow for setup and cleanup time. Setup prior to reserved times is prohibited. Reserving a room the day prior for setup is also prohibited.
- Groups must leave the room when the meeting is scheduled to end. Groups must leave by the time the Library closes.
- Reservations for use of the rooms may be made up to 90 days in advance.
- The use of rooms by an individual(s)/organization(s) is limited to 3 meetings per 90 days, unless the Library is a cosponsor.

## **VI. Use of Facilities**

- Library or other city staff will not provide assistance in setting up the meeting room.
- Equipment is available for use. Upon request, the Library can provide instruction of its use. However, the Library is unable to provide personnel to operate this equipment.
- The user is responsible for leaving the room in the condition in which it was found.
- The user, specifically the person who makes the reservation, will be responsible for all damage to the building, furniture and equipment and any extra cleaning that is required. The Library is the sole determinant of whether damaged furnishings or equipment can be repaired or must be replaced. The Library will make all arrangements for repairs to walls, floors, furniture, etc.
- Refreshments may be served. Groups are responsible for providing their own refreshments and any supplies needed for cleanup or serving.
- Decorations, wall hangings, presentation materials or any other items may not be taped, stapled, glued or in any other way fastened to walls, ceilings or fixtures.
- If Library equipment is missing after a group has used the room, the Library will bill the responsible party for the costs of replacement.
- Tobacco products, incendiary items, weapons, and illegal substances are not permitted on Library premises.
- Alcoholic beverages are prohibited except for Library or Library sponsored events.
- No advance deliveries can be accepted for meetings. Materials may not be stored at the Library before or after a meeting.
- Registration tables must be set up inside the room. No tables or chairs are to be used outside of the rooms.
- The Library may impose reasonable conditions for the use of its meeting rooms to ensure that public or private property is not damaged through use of its facilities and to ensure that the comfort, convenience, safety or welfare of the public is not disturbed.

## **VII. Review and Appeal**

- Any group or individual who is refused permission to use the meeting room(s) or who has other objections may appeal to the Library Board by filing the appeal in writing with the Library Director within 10 days of the refusal. The Library Board will hear the appeal at its next regularly scheduled meeting.

#### **IX. Disclaimer**

- The Fitchburg Public Library is not responsible for any equipment or items left in the meeting rooms.
- The Library Board and staff do not assume any liability for groups or individuals attending a meeting at the Library.
- The fact that a group is permitted use of the room(s) does not in any way constitute the Library's endorsement of the group's policies or beliefs by the Library Board or staff.
- The Library reserves the right to refuse to book meeting room space for groups that do not comply with the guidelines of this policy.
- This policy may be subject to change based on need or circumstance as approved by the Library Board at any regularly scheduled meeting.

*Approved by the Fitchburg Public Library Board November 15, 2017.*